

LSTA GRANT APPLICATION CHECKLIST SPRING 2007

Use the following checklist to ensure that your grant application is complete.

- ☐ Have you indicated the number of persons targeted for this grant on pages 1 and 2?
- ☐ Have you attached vendor quotes for hardware, software, and equipment if applicable?
- ☐ Have you verified your budget figures and correctly calculated any required matching funds?
- ☐ Have you obtained all of the necessary required signatures?
- ☐ If this is a digitization project, have you obtained written approval from the MWDL?
- ☐ Are you including meaningful letters of support from significant stakeholders and partners for this project?
- ☐ If this is a technology project, have you emailed your current Technology Plan to the Grants Coordinator?
- ☐ Is your library or media center in compliance with HB 341--Utah Children's Internet Protection Act?
- ☐ If this grant is for a school library media center, can the Project Director's certification in Library Media be verified in the CACTUS database?

DIRECTIONS FOR SUBMISSION for ALL applications

- 1) *Submit 1 original copy with all signatures, quotes, letters of support plus 2 complete photocopied sets.*
- 2) *Email a digital version of ALL grant documents contained in the original to the LSTA Grants Coordinator, Rose Frost, rfrost@utah.gov. **Preferred formats are Excel and/or PDF.***
- 3) *Electronic and paper versions of your application must be received by 5 p.m. Friday, Feb. 23, 2007.*

For questions and additional information, contact Rose Frost, Grants Coordinator, Utah State Library, (801) 715-6742 or (800) 662-9150 ext. 742.